

STATE OF HAWAII
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103F, HRS

'13 MAY 31 P12:08

STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: **DHS-OYS**

Department/Division/Branch or Office

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1. Title and description of health and human service(s):	
The Parent Project (a nationally recognized, comprehensive award winning parent training model for youth/families) is a 10 week program (3 hours - 1 night, per week), that provides parents with concrete, straightforward, step-by-step solutions in dealing with children experiencing failing grades, school suspension, oppositional behavior, drug use, and other challenging behaviors. This community-based program targets parents and families who are seeking support and information to deal with difficult children. The state DOE has trained and compiled a list of 28 certified Parent Project Facilitators (2 per session) who are available to conduct the program. Certified Parent Project Facilitators will be compensated \$900 per 10 weeks project period and post evaluation follow-up.	
2. Provider Name and Address:	Varied. Facilitators will be utilized from the DOE list.
3. Total Contract Funds:	\$24,000
Contract Funds per Year (if applicable):	
4. Reference number of Previous Request for this Service (if applicable):	PEH No. 12-37
5. Term of Contract:	Start: 6/1/13 End: 5/31/14

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:

We request an 1 year extension for PEH No. 12-37 for the period, 6/1/13 - 5/31/14. The preliminary results of the parenting sessions conducted during the past year have demonstrated a definite need for this service in the community, and we are planning to include parenting support services as part of a comprehensive RFP for services for youth at-risk that we are planning to issue in the Fall 2013 for the next biennium, FY 15 -16. In the interim, the extension will allow our current exemption to continue the service and further document the need/results in a broader geographic area, including the HYCF and the islands of Kauai and Maui. The following is our tentative procurement timetable:

ACTIVITY	SCHEDULED DATE
RFI	8/13
Public notice announcing Request for Proposals (RFP)	10/01/13
Distribution of RFP	10/01/13
RFP orientation session	10/15/13
Closing date for submission of written questions for written responses	10/25/13
State purchasing agency's response to applicants' written questions	11/08/13
Proposal submittal deadline	12/13/13
Discussions with applicant after proposal submittal deadline (optional)	
Final revised proposals (optional)	
Proposal evaluation period	01/06-31/14
Provider selection	02/04/14
Notice of statement of findings and decision	02/14/14
Contract start date	07/01/14

7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:

OYS met with DOE District Facilitator, Parent Community Network Centers, in the Fall 2011 to discuss expansion of the Parent Project to geographic areas that are in need of parent education support services. DOE informed that the Parent Project has already trained and certified facilitators that are able to immediately provide services in the community. This saves the state both time and fiscal resources that could then be utilized to begin parent education services as soon as procurement issues could be addressed. The Parent Project facilitators are also culturally diverse and are trained and sensitive to the factors influencing parenting methods from different ethnic/cultural backgrounds. We have discussed the training requirements that DOE facilitators have received to be certified as facilitators. Due to the limited OYS staffing, an RFI was not completed to gauge the community's response to the proposed pilot project. However, as mentioned in the prior sections (#6) based on the assessment of the pilot project during the next year, an RFI will be undertaken to solicit additional information and other possible certified trained facilitators in the community prior to an issue of an RFP in the evaluation of the pilot project's results are positive.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:
We have discussed the procurement of this service internally with OYS staff, consulted with SPO, and concluded that for this pilot project proceeding through an exemption request would be the most advantageous to the state.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Merton Chinen, Program Development Officer
Kerry Kiyabu, General Professional V - Contract Manager

10. Direct questions to (name & position): Merton Chinen


Phone number: 587-5712

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e-mail address:

mchinen@dhs.hawaii.gov

I certify that the information provided above is to the best of my knowledge true and correct.



Department Head Signature
5/31/13

Date
David Hipp

Typed Name

NOTICE

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

This approval is for the procurement process only. Service provider(s) are required to be compliant with applicable laws, and verified on the Hawaii Compliance Express. No additional extensions will be approved. This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Corinne Higa at 587-4706, or corinne.y.higa@hawaii.gov.

☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION



Chief Procurement Officer Signature
6/12/2013

Date

Please ensure adherence to applicable administrative requirements.